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If an employee is on approved, unpaid leave status, eligible leave benefits (sick, vacation, personal) will not be accrued.

In the event an employee is approved for a voluntary leave of absence without pay, the College will cease contributions to insurance and retirement benefits. Participation in the College's health insurance and life insurance programs may continue if employees pay premiums in advance for up to one (1) year.

Employees may continue to contribute to TIAA, without a contribution match. All other benefits will not be 1 Tw 0.181.3aila.3 (u)27.9 (av)7.9 (o)-6.6 ( o)-2.9 (i)1h2 (e)-3 (av)7.9 (m)-6.4 (iu).3 (re)4.3 (y)-4.6(e)-6 (e)-6 (e)- .3 (n)2.

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### Family Medical Leave Act (FMLA) –

Southeast Community College sick leave is subject to the provisions of the Family Medical Leave Act (FMLA) and the College allows FMLA with or without paid leave. Southeast Community College complies in all respects with [the Family and Medical Leave Act of 1993 as amended](#).

Eligible employees:

- One year of College employment
- 1,250 hours over the previous 12 months (rolling 12-month calendar)

### Basic Leave

The College will provide up to 12 weeks of paid or unpaid, job-protected leave within a given fiscal year to eligible employees. FMLA may be taken intermittently or on a reduced schedule when medically necessary or otherwise approved. An employee must use existing or accrued paid leave (sick, personal and/or vacation if applicable) while on FMLA. Once all paid leave is exhausted, the employee will continue on FMLA in an unpaid status. Employees must comply with policies and procedures of the College. FMLA will be granted for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent, who has a serious health condition; or
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job.
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

### Serious Health Condition defined as:

- Illness, injury, impairment, or physical or mental condition
- Overnight stay in a medical care facility, or
- Continuing treatment by a health care provider for a condition that either:
  - prevents the employee from performing the functions of the employee's job, or
  - prevents the qualified family member from participating in College or other daily activities.
- Continuing treatment requirement:
  - a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider

### Benefits and Protections

In addition to all stated benefits of the [Family and Medical Leave Act](#), Southeast Community College will:

- Require qualified employees to use paid accrued leave in conjunction with FMLA leave. The employee must comply with the College's normal paid leave procedures. -
- Maintain employee health coverage under any "group health plan" on the same terms.
- Allow for most employees to be restored to original or equivalent positions with equivalent pay, benefits, and other employment terms.



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on their FTE. An additional two (2) days will be awarded annually at the beginning of each fiscal year. Personal leave days may not be carried over into the next fiscal year.

### **Sick Leave –**

#### **Eligible Employees: Full-time status**

Employees may elect to use sick leave for their own medical concerns or to assist members of their immediate family who required care due to a medical condition or concern.

Employees must submit sick leave requests to their immediate supervisor for review and consideration for approval. Approval/denial will be based on sound reasoning, compassion, and respect.

The College defines immediate family as spouse, children, parents, parents-in-law, grandparents, grandchildren, brothers, and sisters.

New full-time employees, during their first year of employment, may have up to 12 days of sick leave advanced to them. In order to use this unearned leave, they must first s-3 (ar Tw 2.3.001 T3( t)0.7 (i) 0 Tw 1.598 0 .003 T

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- work schedule.
  - b. Not affect the employee's benefits except as necessary due to the reduction in salary and full-time equivalency factor.
  - c. This procedure may not be used repeatedly by an employee to create an ongoing reduction in the FTE of their position.
4. The temporary reduction in contract length will:
- a. Result in a reduction in salary proportionate to the temporary reduction in contract length or FTE.
  - b. Not affect the Faculty employee's benefits except as necessary due to the reduction in salary and full-time equivalency factor.
  - c.

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public and students for operation. Leave must be coordinated and approved in advance with the employee's supervisor, to ensure adequate coverage of College operations. All full-time support staff, professional staff, and administrators will earn 8.0 hours of Floating Holiday leave each fiscal year to use at their discretion. This Floating Holiday is in addition to the College's regularly scheduled and paid holidays.

The Floating Holiday leave of 8.0 hours will accrue on a fiscal year basis at July 1.



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protective eyeglasses. The College will reimburse the eligible employees at the negotiated price or the actual cost, if

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per graduate semester credit hour.

- d. UNL distance education courses typically have higher tuition rates than undergraduate or graduate courses but will be reimbursed at the appropriate undergraduate course tuition rate or graduate course tuition rate. Employees will complete and submit the proper forms for prior approval and final approval.

If an employee is reimbursed by the College for any credit hours and the employee voluntarily ends their employment with the College for a reason other than retirement or disability within two years of when the last course was completed, the employee will be required to repay the College for the tuition reimbursed in the previous two-year period according to the following schedule:

100% for courses completed in the last 12 months  
66% for courses completed in the last 13 to 24  
months

The repayment to the College will be made within six months unless other payment arrangements are made with the College.

### Tuition Waiver –

#### Eligible Employees: Full-time status.

The College will waive tuition for full-time employees, their spouses or dependents\* or an eligible retired employee who had been employed at the College on a full-time basis for at least 10 years in good standing for course(s) offered by the College under the following conditions:

#### Credit Course(s)

1. The tuition will be waived but the employee will pay the amount of any additional instructional costs (books, laboratory fees, materials, fees, etc.)
2. The course(s) does not conflict with the employee's responsibilities with the College.

#### Noncredit Course(s)

1. The tuition will be waived but the employee will pay the amount of any additional instructional costs (books, laboratory fees, materials, fees, etc.).
2. Tuition waiver will not apply to courses that have been designated as exempt from tuition waiver.
3. The course(s) does not conflict with the employee's responsibilities with the College.
4. If the maximum enrollment in the course has not been reached.
5. If the minimum enrollment in the course has been reached.

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